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ER 4-9637

Security Information

*Revo - 7*  
*File*  
*DK*

10 December 1953

MEMORANDUM FOR: Deputy Director Administration

SUBJECT : Draft Notice No. [REDACTED] "Reassignment - Agency Reassignment Board"

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1. The proposed notice has been carefully considered within the DD/I area, including a detailed discussion by representatives of the DD/I offices at a meeting held 9 December 1953. It is believed that certain basic changes are necessary if the proposed procedure is to solve effectively the problem of reassignment of personnel who, though satisfactory, are excess to the requirements of a particular component. The procedure as presently drafted appears to provide a mechanism which could be readily utilized for unloading sub-standard employees. Unless a more objective approach can be developed, it is believed that operating officials would be justified in seriously questioning the capabilities of individuals referred under the procedure. Specifically, we would like to make the following recommendations for revision of the proposed notice.

2. The procedure provides that the head of a major organizational element having an individual excess to requirements of his office would nominate an individual for an Agency-wide reassignment effort. Although the procedure provides that in selecting such individuals the head of the organizational component will consider certain factors, such as the individual's length of CIA service, complete latitude is left to the nominating element as to how such factors shall be applied. For example, a veteran could either be considered to have preference for retention by his office or could be considered to be the first one nominated for reassignment. This can only mean that individuals will be selected for reassignment on a "hand-picked" basis providing a convenient means for the forced assignment on other components of the least qualified employees. It is proposed that in lieu of this approach that a uniform objective plan be developed so that at this initial stage, the Personnel Office would determine, in accordance with the Federal Reduction in Force Regulations, or some other appropriate plan, the individual having the lowest retention standing among the employees in the office who occupy positions similar to the one identified as excess.

3. The proposed procedure provides that there would be an appeal to the DDCI only in the event that the Agency Reassignment Board votes negatively on the recommendation of the Personnel Director. Assuming that the Board would be acting only in an advisory capacity, it would be more appropriate if referral to the DDCI for review and decision

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would be in those instances in which the office to which the reassignment is proposed wishes to appeal the recommendation of the Board. In any event, there should be provision for appeal by the gaining office to the action of the Reassignment Board.

4. Although it may be intended by the proposed procedure, it is believed desirable that the proposed notice clearly indicate that a representative of the office to which a reassignment is recommended by the Personnel Director shall have an opportunity, in addition to the component's representative on the Board, to appear before the Reassignment Board if it desires to oppose the proposed action.

5. It would also appear appropriate to make provision in the procedure for a specified time limit during which the office declaring the excess position would be prohibited from filling vacancies requiring qualifications comparable to those of the individual declared excess.

6. In the event that the proposed procedure should be adopted without the changes suggested above, it is believed essential that the forced assignment be made for a probationary period to provide a fair opportunity for the office to evaluate the individual's qualifications in terms of the new assignment, with provision for further appropriate reassignment action should the individual be found to be unqualified for the new position.

7. It is believed that with the changes recommended that a reassignment procedure can be placed into effect which will assure the appropriate placement of qualified individuals who are excess to requirements of a particular area and, at the same time, eliminate the possibility of the procedure being utilized as a convenience for forced assignment upon other areas of sub-standard employees.



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